

# **Bay Diary Configuration**

Aptean Ltd  
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# 1 Bay Diary Configuration

The Bay Diary system allows configuration of the basic settings itself. This is achieved by clicking the Settings (Cog) icon from the [main Bay Diary screen](#).

The opening hours for all bays of all types is configured here. This also controls the number of bays available in the system of all types.

A button bar at the top controls saving the changes on this screen.

Changes will be saved using the **Save Changes** button provided. If the changes are not to be saved, click the **Exit** button instead.  **Note:** This will discard ALL changes on this screen.

## 1.1 General Settings

Maintenance Current Depot: Refrigerated Container Term Logged in as: OBS Log Out

Save Changes Exit

General Bay Details Container Types Traffic Control Field Displays

No of Receiving Bays: 14

Daily Start Time: 00:00 Daily End Time: 23:59

Refresh Mins: 5

View Assigned Details: Yes

Break Start Time: 00:00 Break End Time: 00:00

Diary Arrival Report: Access Pass Advanced Arrival Process: Yes

Assign by Route/Load: No

Summary Information: ☒ Vehicles ☒ Pallets ☒ Cartons

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Settings:

- *No of Receiving Bays* - the total number of bays displayed in the Bay Details section of this page, and the bays available to book against in the main Diary screen.
- *Daily Start Time* - the start available time per day for a bay. Bookings may only be made between this and the End Time below.
- *Daily End Time* - the end available time per day for a bay.
- *Refresh Mins* - the number of minutes after which the Diary screen will refresh to show any bookings made by other users.
- *View Assigned Details* - a drop-down list controlling whether the booking details per bay are shown under the bay in the Bay Slot table on the Front screen.
- *Break Start Time* - A start time during the day when all slots are unavailable.
- *Break End Time* - An end time during the day when all slots are unavailable.
- *Diary Arrival Report*: Select whether and what report is printed on Arrival status. Select from the drop-down list options: *No Print*, *Access Pass*, *Arrival Print (ZPL)*
- *Advanced Arrival Process* - Whether to use the Advanced Arrival process. Select from the drop-down list options Yes or No.
- *Assign by Route/Load* - Select from the drop-down list options Yes or No.
- *Summary Information* - You may select what summary information is displayed in the main screen summary bar. Select from *Vehicles*, *Pallets* or *Cartons* with the supplied check boxes.



1.2 Bay Details

Maintenance

Current Depot: Refrigerated Container Term

Logged in as: OBS Log Out

Save Changes

Exit

General

Bay Details

Container Types

Traffic Control

Field Displays

Page: 1 of 2

<<

>>

Bay Num	Bay Description	Bay Type	Marshalling Location	
1	Out Bay 1		M1ARS01	
2	Out Bay 2		M1ARS02	
3	Out Bay 3		M1ARS03	
4	Out Bay 4		M1ARS04	
5	Out Bay 5		M1ARS05	
6	Out Bay 6		M1ARS06	
7	Out Bay 7	Refrigerated Bay	M1ARS07	
8	Out Bay 8	Dry Van Yard Bay	M1ARS08	
9	In Bay 1		M1ARS09	

The number of bays are created as specified in the General Settings and are displayed in a paginated table in pages of 10. If there are more than 10 bays, the <<< and >>> buttons provided may be used to page through the bays.

Each bay has:

- Bay Num - Generated sequence
- Bay Description - this is displayed in the main Bay Diary screen.
- Marshalling Location - the WMS marshalling location associated with this bay.

An Edit button is provided against each line. Clicking it will show a popup window to edit the bay details.

Maintenance

Bay Num	Description	Location
1	Bay1	

Save Changes

Clicking the **Save** button will save the changes. Closing the pop-up window will discard any changes.

1.3 Container Types



Maintenance

Current Depot: Refrigerated Container Term

Logged in as: OBS Log Out

Save Changes

Exit

General

Bay Details

Container Types

Traffic Control

Field Displays

Page: 1 of 2

<<>>

Add

Container Type	Container Description
1	no description
12	ss
1234	1232
20	20 Foot Dry
20ft	New 20 foot reefer
2R	20 Refrigerated
3	334324
40FT	New 40FT Reefer
45	45 foot
99	99

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2.1.1.8

These are the container types available to the system when creating a booking. These are shown in a drop-down list on the Booking ((Detail) view.

Each container type has:

- *Container Type* - the type
- *Container Description* - the description of the type

New container types may be added using the **Add** button provided. A panel will be shown:

Container Type:

Description:

Save

The *Container Type* and *Description* may be entered here, and saved with the provided **Save** button.

Existing container types may be deleted using the **Delete** button against each line.

## 1.4 Traffic Control

Here you can enable the traffic control system and configure the way that it works.



Maintenance Current Depot: Refrigerated Container Term Logged in as: OBS Log Out

Save Changes Exit

General Bay Details Container Types **Traffic Control** Field Displays

Enable Traffic Control System: ☒

Terms and Conditions

Inbound  
These are the Inbound Terms and Conditions

Outbound  
These are the Outbound Terms and Conditions

Hours

Arrived: 5 Expected: 5

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- *Enable Traffic Control System* - Enable the check box to enable the traffic control system **TOC**.
- *Terms and Conditions* - enter your terms and conditions to be displayed on signature capture during transfer of custody.
  - ◆ *Inbound*
  - ◆ *Outbound*
- *Hours* - enter the number of hours before to display arrival and expected deliveries and collections.
  - ◆ *Arrived*
  - ◆ *Expected*

## 1.5 Field Displays

This section controls what elements are displayed in the Diary screen, when:

- Showing a list of bookings on a bay in the Diary screen
- Making a new booking or Showing or editing an existing booking on the Booking screen.



Maintenance
Current Depot: Refrigerated Container Term ▾
Logged in as: OBS Log Out

Save Changes Exit

General
Bay Details
Container Types
Traffic Control
Field Displays

Apply To: User ▾

Hide Front Page Details: ☒
 Modal Popup: ☒

Field Label	Front View	Front Width	Booking View	Front Sequence	Detail View
Booking Issues	<input type="checkbox"/>	20	<input type="checkbox"/>	1	<input checked="" type="checkbox"/>
Booking Ref	<input checked="" type="checkbox"/>	10	<input checked="" type="checkbox"/>	2	<input type="checkbox"/>
Booking Type	<input type="checkbox"/>	10	<input type="checkbox"/>	3	<input checked="" type="checkbox"/>
Carrier Code	<input checked="" type="checkbox"/>	10	<input checked="" type="checkbox"/>	4	<input checked="" type="checkbox"/>
Carrier Info	<input type="checkbox"/>	20	<input type="checkbox"/>	5	<input checked="" type="checkbox"/>
Carrier Name	<input checked="" type="checkbox"/>	10	<input checked="" type="checkbox"/>	6	<input type="checkbox"/>
Collection Date	<input type="checkbox"/>	10	<input type="checkbox"/>	7	<input checked="" type="checkbox"/>
Collection Venue	<input type="checkbox"/>	10	<input type="checkbox"/>	8	<input checked="" type="checkbox"/>
Contact Email Address	<input type="checkbox"/>	10	<input type="checkbox"/>	9	<input checked="" type="checkbox"/>
Contact Name	<input type="checkbox"/>	10	<input type="checkbox"/>	10	<input checked="" type="checkbox"/>
Contact Phone	<input type="checkbox"/>	10	<input type="checkbox"/>	11	<input checked="" type="checkbox"/>
Container	<input checked="" type="checkbox"/>	10	<input checked="" type="checkbox"/>	12	<input checked="" type="checkbox"/>
Container Type	<input type="checkbox"/>	10	<input type="checkbox"/>	13	<input checked="" type="checkbox"/>

The available fields are shown in a list on the screen.

Each field is displayed in a row:

- **Label** - the label of the field. This is currently non-maintainable and is displayed on the Booking Detail screen.
- **Front View** - a check box controlling whether this field is to be displayed on the Diary screen
- **Detail View** - a check box controlling whether this field is to be displayed on the Booking Details screen. If there is no check box, the field is always shown.
- **Front Width** - if on the front view, the percentage width of the line this field takes.
- **Front Sequence** - if on the front view, the order in which the fields appear.

**Note:** If fields are selected for the front view, it is recommended that the widths of the fields selected are less than or equal to 100% (the full available width of the line). Creating cumulative widths greater than 100% will display unpredictably.

The fields that may be configured are:

- Time Slot
- Grn No
- Container
- Booking Ref
- Owner
- Carrier Name
- Special Instructions
- Load Information
- Expected Num Pallets
- Expected Qty
- Supplier
- Supplier Info
- Carrier Info
- Booking Issues
- Release PIN
- Collection Date
- Collection Venue
- Restitution Venue
- Restitution Free Text
- Container Type
- Last Free Date



- *Contact Name*
- *Contact Phone*
- *Contact Email Address*
- *Supplier Name*
- *Carrier Code*
- *Owner Name*
- *Booking Type*
- *Route Code*
- *Load Number*

The configuration may apply to the logged on user (the default level) or as a default for the entire warehouse. This is selectable through the *Apply To* drop-down list.

